

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES FEBRUARY 18, 2019**

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm

B. Roll Call

Members present: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Steffes, B. Stelling, L. Von Asten

Members absent: J. Gunnell, J. Watts

Others present: C. Arndt, J. Bergin, A. Dilcher (via video), B. Lund

C. Approval of the January 15, 2018 Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: L. Von Asten

Abstained: T. Kujawa

Vote: Motion passed unanimously

D. Approval of the Agenda

Recommendation made by F. Hartmann to strike item D from Action Items (2019 Nominating Committee Appointments for upcoming officer appointments and trustee terms ending 6/2019: Gunnell, Kujawa, Von Asten).

Motion to approve the Agenda with change as noted above: L. Von Asten

Second: L. Steffes

Vote: Motion passed unanimously

II. Public Hearings/Appearances

None.

III. Action Items

- A. View and discuss conceptual designs for library expansion – Ann Dilcher & Carter Arndt
Three conceptual designs were discussed (“Promenade” with expansion only to the north, “Beacon” with expansion both east and north, and “Downtown” with expansion only to the east). The building committee will meet in early March to select one of the conceptual design options to be developed into a detailed schematic design. They will make that recommendation to the full board at the March board meeting for approval.

- A. Prepare for Public Engagement Sessions for conceptual designs (VIP/Stakeholders 2/19 5:30pm, general public 2/20 10am & 5:30pm)
Plans were discussed regarding the upcoming stakeholder and public engagement events unveiling the three conceptual designs. Stakeholder invite engagement planned for February

19 at 5:30 in the program room. A. Dilcher and C. Arndt will hold a short presentation at 6:00 pm with a power point to run through all three options. Public engagement sessions will be held in the fireplace reading room on February 20 at 10:00 and 5:30. Light refreshments will be available at both along with comment cards for stakeholder/public input.

C. Review and approve 2018 Annual Report

Refer to 2018 Annual Report for details. Highlight included exceptional program numbers.

Motion to approve 2018 Annual Report: F. Hartmann

Second: L. Von Asten

Vote: Motion passed unanimously

E. Discuss citizen request for additional reserved disabled parking

Currently there are two disabled parking spots at the library (which meets requirements).

However, one is in use for the majority of the day by one patron. Additional disabled parking spots have been requested.

Motion to add one (1) additional disabled parking spot: T. Kujawa

Second: B. Stelling

Vote: Motion passed unanimously

F. Discuss Sunshine Fund

Discussion held to have all Trustees contribute \$20 to the Sunshine Fund at the beginning of each year. Reminder will be made at the March board meeting.

G. Bills: John Gunnell, Examiner

Motion to pay the bills: J. Ellington

Second: B. Stelling

Vote: Motion passed unanimously

IV. Information items

A. Teen Advisory Board report

No report this month.

B. Financial Summary

See report in meeting packet.

C. Revenue and donations report

See report in meeting packet.

D. Expenditure report

See report in meeting packet.

E. Trust Fund report

See report in meeting packet.

Motion to accept financial reports: F. Hartmann

Second: L. Von Asten

Vote: Motion passed unanimously

F. Staff reports

- a. Adult Services Report
Refer to report for details.
- b. Youth Services Report
Refer to report for details.
- c. Director's Report
Refer to report for details. J. Bergin will be presenting new Strategic Plan to Common Council on 2/26. Books for Baraboo Reads will be available to public by end of February. Events are being planned for April/May. Funds have been raised to cover costs of the project (including board pledge). Extreme cold weather and snow has been challenging resulting in closing the library for a few days (frozen pipes in lower level bathrooms/water fountain).

G. Statistics

- H. Trustee(s) to attend all staff meeting: all staff meetings are now being scheduled "as needed" rather than monthly.

- I. Friends report
Contributed \$750 to Baraboo Reads to purchase additional books. Cleared \$400 profit after the charcoal drawing event. Sponsoring library participation in city-wide Cocoa Crawl.

- J. Correspondence
Thank you from library for holiday party.

V. Board Member Comments

VI. Adjourn

Motion to adjourn: J. Ellington
Second: L. Von Asten
Vote: Motion passed unanimously
The meeting adjourned at 7:15 pm.